

The Weatherization Xpress

Letter from Paul Krievins:

Sometimes you have to start counting with your toes.

That's the lesson I learned the other day as I began to think through the number of programs that we would be starting or continuing to administer this spring. When I first started with Weatherization we had 3 funding sources: LIHEAP, SWEEP and DOE. Simple, easy, clear, regularly funded. Yup, life was good.

As we embark on a busier than ever 2012, we are finding that large pots of money and generous utility company donors are harder than ever to find. What we're finding instead is a myriad of ten and hundred thousand dollar programs all looking for something a little different, all wanting to fund a small piece of what we do. We're being pushed to continually prove ourselves and show our value in being able to do more than just the same old air sealing and furnace replacements. Today we're looking at wood stove change out programs, deferral remediation programs, and cost-effective demand side management. The new programs require sophisticated program manager, solid fiscal departments, and ever-changing cost allocation plans; hallmarks of great agencies and well-run programs.

I look forward to seeing the great things each and every one of your organizations achieves over the next 6-12 months. The more programs the merrier.

-Paul



in this issue

Post ARRA Reminders **P.1**

SAMM **P.2**

Monitoring **P.2**

Technical Committee **P.2**

POST ARRA REMINDERS & CLARIFICATIONS

As the Indiana Weatherization Assistance program begins moving away from ARRA funding, IHCDA sees the need for some programmatic reminders as we move forward:

FORM USAGE:

All sub-grantees are reminded that IHCDA expects and requires that the proper forms be utilized for all Weatherization activities. Performing major changes/alteration or developing new forms, without IHCDA approval, is not allowed. The existence and proper use of all forms will be a focus of future IHCDA monitoring visits.

OSHA TRAINING:

April 1, 2012 was the deadline for all existing energy auditors, contractors [shell & mechanical], crew members and crew supervisors to have received the 10-hour or 30-hour OSHA Training. Those individuals failing to obtain this training cannot perform work in Weatherization until this requirement is met. IHCDA has been and will continue to verify this training during monitoring visits. IHCDA has received inquiries regarding the use of on-line training to meet the requirement for the OSHA training. IHCDA will allow the use of on-line training provided that the individual receives documentation of completion showing the training was received and that the entity providing the training is approved by IOSHA [Indiana OSHA] to perform the training. It is imperative that the sub-grantee be able to demonstrate that the on-line training received by their staff and/or contractors is approved by IOSHA.

WHO CAN PERFORM FINAL INSPECTIONS?

There has been some confusion lately as to who can perform the final inspection of work performed in the client's home. IHCDA believes this confusion stems from what Indiana requires as an individual grantee compared to what DOE is proposing as part of their National Certification. DOE is proposing that the same person cannot perform both the initial audit and final inspection. While IHCDA does see merit in this approach, this is currently not a requirement in Indiana. **Just to clarify—at the current time in Indiana—the same person may perform the initial audit and final inspection on the same home.** Please keep in mind that effective April 1, 2012 all individuals performing final inspections must pass competency skills verification testing by September 30, 2012.

BY THE NUMBERS:

ARRA Program Progress Report

- Homes weatherized: **22,489**
- Hoosiers served: **50,449**
- Percent of total award spent: **99%**
- Ranked **5th** nationwide for spending out our ARRA/ SERC grants
- Ranked **10th** nationwide for production

Upcoming Dates:

April 30-May 14, 2012

WX Deferral Program.

Applications due to IHCD A Real Estate division.

May 10, 2012

Semi-Annual Managers Meeting @ IHCD A

July 11, 2012

WX Deferral Program—

Mandatory Compliance meeting for all sub-grantees @INCAA

Davis Bacon

WH-347 Payroll Forms:

All final Davis Bacon WH-347 payroll forms must be submitted to Engaging solutions no later than April 30, 2012 for ARRA and SERC completions. This also includes late or corrected reports.

SAMM SAVE THE DATE:

DATE: Thursday, May 10, 2012

WHAT: Semi-Annual Manager's Meeting [SAMM]

WHERE: IHCD A Office
30 S. Meridian St., Indpls., IN
10th Floor

TIME: 9AM—3PM

Each sub-grantee is reminded that the Weatherization Program Manager is required to attend the SAMM. If the Program Manager is unable to attend then an appropriate representative from the sub-grantee must attend in his/her place. Some of the topics to be covered include budget constraints, monitoring, outstanding ARRA issues, additional funding opportunities, training, ARRA overview.

Monitoring

The monitoring activities of Mezzetta, Hammer Legal Group, Justin Ackeret and Kyle Bias have concluded. Future Weatherization monitoring activities will be performed by Steve Osborne.

Technical Committee

IHCD A has formed a new Technical Committee. The Technical Committee will function to review technical issues and/or concerns facing the Indiana Weatherization network and provide feedback and suggestions to IHCD A regarding those items. The Technical Committee consists of Dan Hartman-INCAA, Fred Clade-INCAA, Dena Criswell-REAL Services, Frank Woods-Lincoln Hills, Jason Hinchman-JobSource, Mike Devore-AREA IV, & Dave Vore-ICAP. The Technical Committee is working under the direction of Steve Osborne, IHCD A Home Energy Conservation Monitor.

If there are issues or concerns you would like to see the Technical Committee review, please submit those items to Steve Osborne via email at sosborne@ihcda.in.gov or speak to one of the individuals on the committee.



FUNDING FOR TRAINING

As we are all well aware, funding for Weatherization in Indiana has dropped significantly post ARRA. This reduction in funding has resulted in fewer available funds to devote to training and contracts with INCAA. The vast majority of the T&TA budget from DOE is used to fund training activities through INCAA. When Indiana's 2012-2013 DOE allocation was zeroed out it not only affected the sub-grantees; it also affected available funds for INCAA. Please begin to evaluate who you are sending to training. INCAA's valuable resources should only be utilized to train those who will be used by sub-grantees, on a regular basis. This means it's time to evaluate current funding, determine the number of contractors/staff needed to complete production, and scale back accordingly. It is imperative this approach be taken across the State to preserve training resources. IHCD A will continue to monitor the ratio of contractor/staff in comparison to the funding available and offer suggestions accordingly. Once training dollars are gone, they're gone.

CLAIMS REMINDER

Repeatedly not following proper procedures for submitting claims, will possibly result in your agency going back to Claims Stage 1. To ensure this doesn't happen, please make sure each claim you submit includes the following:

- Signed Claim Receipts**
- Detailed general ledger, expense report and/or summary worksheet for all costs charged directly or indirectly (cost allocated) to the grant under each budget line item**
- Payroll records detailed the employee name and individual charges being claimed (timecards are no longer required)**

If additional details are necessary to approve a claim, invoices may still be requested. Please keep all backup documentation and the originally signed claims to be reviewed during future IHCD A monitoring visits. Also, in order for your claim to not be denied, please remember to upload your claim documentation when you input claim information on IHCD Aonline.

UPLOADING CLAIMS: When uploading claim documentation/backup on IHCD Aonline please make sure you do so as **one** attachment. We recently increased the size of the file for uploading claims. This will allow you to upload all your claim docs into **one** attachment per claim. If your claims are still coming in with several attachments a representative from IHCD A will contact your agency to assist in eliminating this problem.

Questions or concerns please contact Shonda Banner via email at sbanner@ihcda.in.gov

